

DOE Weekly Field Memo – July 8, 2009

From the Department of Education:

- Message from the Commissioner: Educator Licensing Disciplinary Actions
- Fiscal Training: ARRA, New FY 2010 Grants Management Procedures, and Annual Stat Book Data Collection Training (Rollout)
- ARRA: DUNS Numbers Needed
- Reminder: Letter of Intent for Broadband Consortium Needed by July 15
- Reminder: CIRS Data Collection

From the Department of Health:

- Pandemic Flu School Action Guide – Seeking Comments

Message from the Commissioner: Educator Licensing Disciplinary Actions

Audience: All Administrators

Please read this important message from Commissioner Armando Vilaseca regarding mandatory reporting requirements for administrators. An excerpt: "I have recently come upon several incidents of educator and/or administrator conduct that may result in findings of unprofessional conduct, or incompetence, pursuant to Chapter 51 of Title 16, being reported to the Vermont Department of Education (DOE), without having been reported by a superintendent." Read the complete message at <http://education.vermont.gov/new/html/maindept.html#memos>.

Contact: Mark Oettinger, General Counsel, (802) 828-0416 or mark.oettinger@state.vt.us.

Fiscal Training: ARRA, New FY 2010 Grants Management Procedures, and Annual Stat Book Data Collection Training (Rollout)

Audience: Superintendents, Business Managers, and Fiscal Staff

In FY 2010, Vermont will be receiving substantial new federal funding from ARRA. On Wednesday, July 15 from 9:00 a.m. to 2:00 p.m. the Department of Education will be using the LNV videoconferencing system to simultaneously provide training to seven sites around the state. The morning session will cover fiscal issues which accompany ARRA, FY 2010 grant documents and reporting, and accounting and documentation requirements. The afternoon session will describe new features in the electronic collection for the annual statistical report and take questions about the operation of the collection more generally. For more information on the agenda and location of the training sites visit:

<http://education.vermont.gov/new/html/dept/calendar.html#fiscal>.

Contact: For the morning session, Peter Brownell at (802) 828-0289 or peter.brownell@state.vt.us. For the afternoon Stat Book training session, Vaughn Altemus (802) 828-0472 or vaughn.altemus@state.vt.us.

ARRA: DUNS Numbers Needed

Audience: Superintendents, Business Managers

In order to execute ARRA grant documents from the department, districts need to provide DUNS numbers and certify that they have completed the Central Contractor Registration (CCR) process. A prompt response will facilitate grant processing. **For Business Managers:** the link to this collection is http://www.surveymonkey.com/s.aspx?sm=NJKgYDTTRdqSuUMGZVRP6g_3d_3d.

For previous communications on this topic, visit

http://education.vermont.gov/new/html/dept/recovery_act.html#business.

If you have any technical issues with the collection itself, please contact Susan Rounds at (802) 828-2111 or susan.rounds@state.vt.us.

Contact: Kathy Flanagan at (802) 828-0482 or Kathy.flanagan@state.vt.us.

Reminder: Letter of Intent for Broadband Consortium Needed by July 15

Superintendents, Principals, Technology Coordinators

This letter from the commissioner is intended for superintendents who wish to place their schools on the priority list for broadband access as described therein. A consortium of Vermont government agencies (Department of Education, State of Vermont, and the Vermont Telecommunications Authority in conjunction with the Office of Economic Recovery) is putting forth a proposal for stimulus funds that address broadband issues across the state. This letter outlines those plans and also contains a "letter of

intent" that superintendents can sign and return to place their SU on the priority listing for joining this effort. NOTE: This "letter of intent" is non-binding and simply assures the SU a seat at the table when the details are ironed out. We look forward to receiving this letter from as many supervisory unions as possible by July 15. Visit http://education.vermont.gov/new/html/dept/recovery_act.html#broadband. Contact: Peter Drescher, Education Technology Coordinator, at (802) 828-5149 or peter.drescher@state.vt.us.

Reminder: CIRS Data Collection

Audience: Principals, Superintendents, Curriculum Coordinators

This is a reminder that the Combined Incident Reporting Software (CIRS) data collection is due on July 15th. Districts can download the CIRS Data Collection and documentation at http://education.vermont.gov/new/html/pgm_IT/data_collection.html. The CIRS assists in the gathering of information related to violations of school policies, state or federal statutes or regulations. If you have difficulties installing, please contact our IT Help Desk at (802) 828-3777.

From the Vermont Department of Health:

Pandemic Flu School Action Guide – Seeking Comments

Audience: All

The Vermont Departments of Health and Education are developing a School Action Guide for use by primary and secondary schools to plan for and respond to pandemic flu. A draft version of the guide is now available for review and public comment at <http://healthvermont.gov/panflu/schools.aspx#actionguide>. Contact VDH with your comments and suggestions. Put "School Action Guide" in the subject heading. For a Q & A about the guide, visit http://healthvermont.gov/panflu/documents/SchoolMit_QA.pdf. Contact: Wanda Causman, Epidemiology, at (802) 951-1220 or [Contact VDH](#).

Weekly Field Memo is Online!

The DOE Weekly Field Memo is archived on the Department of Education Web site at http://education.vermont.gov/new/html/dept/field_memo.html. Field Memos and the corresponding attachments are available for download. For Field Memo information three months or older, or for other questions, please contact Jill Remick, communications director, at (802) 828-3154 or jill.remick@state.vt.us.

FOR MORE INFORMATION:

For the Department of Education Web site see: <http://education.vermont.gov/>. For upcoming events or professional development opportunities, see the DOE Calendar of Events located at: <http://education.vermont.gov/new/html/dept/calendar.html>.

Main Department Line: (802) 828-3135

NOTE: For comments or questions specific to the messages above, please contact the person listed. DO NOT reply to this message.

This Field Memo is posted weekly by the Department of Education to better organize our e-communications to the field. There may be times when separate messages from the department will still be sent.